100-200U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Benefits Administration Services

POSITION NUMBER
20005978 (29317.0)

JOB CODE TITLE
Data Administration Manager 1

JOB CODE
67171

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Data Administration Manager 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005969 (29300.0) Benefits Manager 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. – 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
80	Participates as part of team of program staff to develop, publish & enforce policies & procedures regarding data warehousing administration; develops standards for new & existing data definition; determines data warehousing software to maintain data administration standards & assists in design & development of database applications for all State of Ohio benefit areas (healthcare, dental, vision, disability & workers' compensation); serves on team as benefits management analyst to conduct analytical studies & extensive data manipulation; provides interface & analytical support regarding health care, financing costs, quality access & utilization with other organizations conducting analysis; coordinates health care analysis, research & reporting with analyst dedicated to disability & workers' compensation; coordinates integrated approach to benefits data analysis; identifies & coordinates integration of benefits data uploads from various claims payers, (e.g., healthcare vendors & third party administrators); formulates policy regarding database & spreadsheet software usage to manipulate data & provide reports for benefit program areas, (e.g., healthcare, disability & workers' compensation); reviews data integrity reports; troubleshoots problems & coordinates data warehouse software upgrades; formulates data integration implementation procedures/policies; manages work with data warehouse vendor to oversee initiatives; revises data quality & recommends addition of new data elements to increase usability of benefits information; plans & directs management evaluation & monitoring system for assigned benefits program areas, (e.g. healthcare, dental, vision, disability & workers' compensation); provides technical assistance & training for Benefits staff in use of data warehouse & data management software.	Knowledge of: (1) data processing systems or business &/or public administration, (2) personal computer operating systems, (3) database systems, (4) system design, (5) data backup & recovery, (6) data security industry standards in data administration, (7) health services administration or comparable field, (e.g. health benefits design, pricing, solutions, health services administration, disability, workers compensation benefits)*, (8) federal & state program rules & regulations, (9) agency policies & procedures*, (10) government structure & processes*, (11) budgeting. Skill in: (12) operation of personal computer & peripheral equipment (e.g., printers, modems), (13) computer programming & reporting packages (e.g. Excel, Access, SAS, SPSS). Ability to: (14) define problems, collect data, establish facts & draw valid conclusions & projections, (15) develop analytical documents (e.g., defining health services, recommending policy/design changes &/or explaining impact of policy alternatives), (16) work dependently, (17) lead &/or cooperate with co-workers on research/analytical projects, (18) support scheduling & ad hoc reporting for complex organization, (19) manage day-to-day workflow & deliverables between organization & data warehouse vendor, (20) attend meetings as expert, (21) prepare meaningful, concise & accurate reports, (22) prepare & deliver speeches before specialized audiences & general public, (23) deal with a variety of variables impacting the Benefits processes in conjunction with the OAKS system*. *developed after employment

List Position Numbers and Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 10/1/08

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
10	Serves as liaison between Ohio Administrative Knowledge System (OAKS) staff & Benefits staff; works in a team oriented environment with staff within Benefits Administration Services to assist in completion of specific projects related to all state benefit programs; produces meaningful reports for Benefits or initiates request of OAKS staff to do so.	Knowledge of: 1, 2, 3, 4, 5, 6, 7*, 8, 9*, 10*, 11. Skill in: 12, 13. Ability to14, 15, 16, 17, 18, 19, 20, (24) query databases.
10	Attends meetings & makes presentations regarding benefits; represents senior benefits manager &/or administrator at meetings & assumes responsibility & authority during senior benefits manager &/or administrators absence as requested; enters, edits &/or retrieves data to produce complex papers & reports; performs other duties as assigned.	Knowledge of: 1, 2, 3, 4, 5, 6, 7*, 8, 9*, 10*, 11. Skill in: 12, 13. Ability to: 14, 15, 16, 17, 18, 19, 20, 21
		*developed after employment

List Position Numbers and Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		10/01/08